

**INTERNSHIP PROPOSAL**  
**Association of the Local Democracy Agencies (ALDA) – Vicenza, Italy**  
**Department/Division: Communication**

The Association of Local Democracy Agencies (ALDA) is a non-governmental organisation dedicated to the promotion of good governance and citizen participation at the local level. In the framework of promoting good governance and citizen participation at the local level ALDA focuses on various themes, such as European integration, decentralisation, civic initiatives and volunteering, human rights and sustainable economic development. ALDA focuses especially on activities facilitating cooperation between local authorities and civil society. ALDA was established in 1999 at the initiative of the Council of Europe's Congress of Local and Regional Authorities to coordinate and support a network of Local Democracy Agencies (LDAs) established in the early 1990s. There are currently 13 Local Democracy Agencies, and ALDA is working to open LDAs also in Ukraine, Tunisia and Azerbaijan. ALDA is a membership based organisation gathering more than 160 members (including local authorities, associations of local authorities, and OINGs) from over 35 countries. ALDA is funded through membership fees and project funding from the European Commission, the Council of Europe, and other public and private donors.

**Position title: Communications support**

**Position purpose:** The Association of Local Democracy Agencies (ALDA) is offering a six-month internship position for its office in Vicenza, Italy. The incumbent will work closely with ALDA's Communication Officer to the implementation of the organisation communication strategy

**Duties and responsibilities:**

- Writing, editing and translating texts for several outputs (website, publications, newsletter)
- Managing social media accounts and websites
- Support to media relations, including writing and disseminating press releases, statements, and increasing the media contact database
- Support to communications with the members of the organisation
- Representing ALDA during meetings and conferences, giving speeches when required, liaising with a wide set of stakeholders
- Supporting other communication and day-to-day activities in the office

**Professional competencies:**

- Flexibility, eagerness to learn quickly
- Ability to work under pressure respecting tight deadlines
- Communication skills, especially in multicultural, complex environments
- Interest in issues of local democracy, participatory and active citizenship, and European cooperation
- Proficient use of Office Suite, internet, email, social networks. Web and graphic tools knowledge are an asset
- Previous experience in international organisations and/or managing similar tasks highly advantageous.

**Key competencies/Language skills:** English - Advanced (Required); Italian - Intermediate (Preferred)

**Key competencies/Computer skills:** Word processing - Proficient user

**Key competencies/Other:** Interpersonal Skills; Professionalism; Responsibility; Teamwork; Adaptability/Flexibility

**Working language/s:** English, French, Italian

**Earliest start date:** 21/09/2016

**Latest start date:** 28/09/2016

**Duration:** 6 months

**How to apply**

Please send CV, cover letter by 31/08/2016 at the latest via INTLAG.